



Spring 2017 (Academic/Administrative Calendar: Key dates have been noted to assist faculty and staff in anticipating deadlines. Please note that while most of the dates are firm, some dates may need to be adjusted in which case faculty and staff will be notified.)

Event Dates	Event and, if applicable, times
Oct. 17, 2016 (Mon.)	Early Advising begins (Get Your Educational Plan Now!)
Nov. 14, 2016 (Mon.)	Spring 2017 registration begins for continuing degree and new degree students
Dec. 5, 2016 (Mon.)	Spring registration begins for continuing non-degree and new non-degree students (Students not currently enrolled in a program of study)
Dec. 13, 2016 (Tue.)	✓ Department Chair Spring 2017 Work Load Requests submitted to Deans
Jan. 6, 2017 (Fri.)	✓ Deans submit Chair Spring 2017 Workload Requests to Vice President's Office
Jan. 9-20, 2017 (Mon.-Fri.)	Late registration
Jan. 3, 2017 (Tue.)	<ul style="list-style-type: none"> ✓ Faculty submit to Dean Faculty Release Time/Stipend Requests ✓ Faculty submit to Dean request for exemption from Minimum Class Load ✓ Faculty submit to Dean Teaching Overload Exception Requests ✓ Faculty submit to Dean their Spring Teaching Schedule
Jan. 10 (Mon.)	✓ Deans submit Release Time/ Stipend/ Minimum Load Exception/ Overload Exception reports to Vice President's office
Jan. 17-18 (Tue. – Wed.)	Cancellation of classes with insufficient enrollment (Notice: students will be notified via Campus MyCCRI e-mail)
Jan. 19 (Thu.)	Waiver Registration Period for Senior Citizens, Disabled American Veterans and Unemployed RI Citizens (All Locations 9 a.m. - 3 p.m.)
Jan. 23 (Mon.)	Classes begin (All Locations)
Jan. 23-29 (Mon.-Sun.)	Add period for enrolled students
Jan. 25- Feb. 5 (Mon.-Sun.)	Drop Period (courses will not appear on transcript)
Jan. 18 (Wed.)	✓ Payroll reports due to Deans
Jan. 30 – Feb. 5 (Mon. – Sun.)	Faculty to report Verification of Enrollment
Jan. 26 (Thur.)	<ul style="list-style-type: none"> ✓ Chairs submit completed Promotion documentation for Faculty (Fall hire) to Dean ✓ Chairs submit Tenure documentation for Faculty (Fall Hire) to Deans
Feb. 5 (Sun.)	No refund of tuition or fees after this date at ALL locations
Feb. 1 (Wed.)	✓ Chair schedules / meets with individual departmental faculty to review Chair summary of faculty evaluation to be completed by March 1st Faculty submit Office Hours to Chair
Feb. 2 (Thur.)	✓ Deans notify Chairs of performance evaluation process; distributes self-evaluation format to Chair, and notifies Departmental Faculty of Chair Evaluation

Feb. 6 (Mon.)	<ul style="list-style-type: none"> ✓ Deans send recommendations for Faculty Promotion (Fall Hire) to VPAA ✓ Deans send documentation for Faculty Tenure (Fall Hire) to VPAA
Feb. 23 (Thur.)	✓ Chair forwards to the appropriate dean summaries of 3 year faculty evaluations
Mar. 1 (Wed.)	✓ On-line evaluation procedure (faculty evaluation of administration and department chairs, department chair evaluation of administration) becomes available (Mar. 1 -31)
Mar. 6 (Mon.)	<ul style="list-style-type: none"> ✓ VP Council reviews Faculty (Fall Hire) Tenure documentation ✓ VP Council reviews Faculty (Fall Hire) Promotion recommendations
Mar. 8 (Wed.)	Mid Term Grades due by faculty no later than NOON
Mar. 13-19 (Mon. – Sun.)	Spring Recess (All locations including Westerly)
TBA	Professional Development Day No day classes (8 am - 3 pm) -- Evening classes will be held (4-10 pm)
Mar. 9 (Thurs.)	✓ Deans email Chairs to remind them of initial request due date of April 15 for Faculty (Spring Hire) for Promotion
Mar. 10 (Fri.)	✓ All Chair self-evaluation material submitted to Dean
Mar. 24 (Fri.)	✓ Course evaluations conducted between the 10 th and 13 th weeks of the semester (conduct peer evaluation according to approved departmental plan)
Mar. 29 (Tues.)	<ul style="list-style-type: none"> ✓ Promotion Recommendations Faculty (Fall Hire) submitted to President ✓ Tenure documentation for Faculty (Fall Hire) submitted to President ✓ Deans submit three-year faculty evaluations to VPAA
Mar. 31 (Fri.)	✓ On-line evaluation (faculty evaluation of administration and department chairs, department chair evaluation of administration) system closes
Apr. 6 (Thur.)	Last day to withdraw from a class to receive a grade of "W"
Apr. 7 (Fri.)	✓ Deans meet with Chairs to review Chairperson evaluation results
Apr. 10 (Mon.)	✓ Faculty (Spring Hire) requesting Promotion submits letter/email to Chair/Dean Fall registration begins
Apr. 15-16 (Sat.-Sun.)	Easter Recess (no classes Sat. or Sun.)
Apr. 21 (Fri)	✓ Deans notify chairs of the names of Faculty (Spring hire) eligible for Tenure and provide URL link to forms
Apr. 25 (Tues.)	✓ VPAA forwards three-year faculty evaluation portfolios to President
Apr. 25 (Tues.)	✓ Dean's office reminds chairs of faculty Promotion (Spring hire) and provides link to forms
May 5 (Fri.)	Last day of daytime classes
May 8 (Mon.)	Reading Day
May 8 – 14 (Mon. – Sun.)	Last week of weekend and evening classes
May 8 – 17 (Mon. – Wed.)	Final grading now available. Submit grades 48 hours after final exam.
May 9 - 12 (Tue. – Fri.)	Final examinations for day classes (Submit grades 48 hours after final exam)
May 17 (Wed.)	Grades Due by faculty no later than NOON

	(*May be entered prior to specified date**)
May 19 (Fri.)	Commencement